

VENDING SERVICES MANAGER SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
2459	Vending Services Manager I	03	380	6 mo.	05/01/80
2460	Vending Services Manager II	03	380	6 mo.	05/01/80

Promotional Line: 199

Series Narrative

Positions in this series perform or supervise the performance of tasks involved in the operation of a campus vending service. Duties performed include the selection, repair, and maintenance of coin-operated equipment (such as food vending machines, pinball machines, electronic games, and washing machines and dryers), selection of merchandise, supervision of employees, determination of inventory levels, and handling, wrapping and packaging of food products. Higher-level positions are responsible for the preparation of operating budgets, establishment of operational policies and procedures, and preparation of cost-analysis reports.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Vending Services Manager I **2459**

Employees at this level assist in the supervision and management of a large, campus-wide vending operation or direct the operation of a smaller vending unit. Primary responsibilities include direct supervision of personnel, development of machine, stocking, maintenance, and sanitation programs, and supervision of cash collections and inventory procedures.

A Vending Services Manager I typically –

1. monitors the daily activities of a vending operation
 - a. maintains records to ensure proper service of equipment and stocking procedures
 - b. supervises personnel in maintenance, repair, and sanitation of equipment and in stocking and rotating products
 - c. supervises cash collections
 - d. trains and evaluates subordinates
2. assists in the planning and implementation of policies, procedures, and goals of a vending operation
 - a. assists in the development of proposals for new equipment
 - b. conducts test panels to obtain customer suggestions or reactions on products

- c. informs supervisor of needs for additional equipment or staff
- 3. establishes proper inventory levels and conducts inventories as required
- 4. performs other related duties as assigned

Level II: Vending Services Manager II**2460**

Employees at this level supervise the activities of a large, campus-wide vending operation. Primary responsibilities include selection of merchandise and equipment, preparation of budgets, and evaluation of the operation of the vending service.

A Vending Services Manager II typically –

- 1. plans and implements procedures, policies, and goals of a vending service
 - a. prepares annual operating budget determining personnel and equipment requirements
 - b. develops proposals for the purchase of new equipment and expansion of facilities
 - c. reviews and analyzes records to determine future needs and accomplishment of goals and objectives
- 2. monitors and analyzes vending service operation
 - a. establishes guidelines for maintenance and repair, merchandising, food handling, food storage, and sanitation control
 - b. selects merchandise to be sold
 - c. inspects vending locations for proper operation
 - d. determines record keeping and reporting procedures
- 3. supervises vending service staff
 - a. determines staffing requirements
 - b. selects, trains, and evaluates activities of subordinates
- 4. serves as liaison with off-campus vendors to ensure quality service
- 5. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Vending Services Manager I****2459**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Baccalaureate degree in a field related to vending operations (such as restaurant management)

or

- (B) three years experience in a vending operation

or

- (C) any combination of training and experience which totals three years

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of vending equipment and procedures
2. ability to deal effectively with staff and public
3. supervisory ability
4. mechanical ability

Level II: Vending Services Manager II

2460

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. two years of experience equivalent to that gained at Level I of this series

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of vending operations
2. ability to plan and develop staffing and equipment needs
3. ability to evaluate operational programs
4. ability to deal effectively with staff and public
5. supervisory ability

Vending Services Manager I.....	New
Vending Services Manager II	New